



## **Kennington Youth Club AGM**

**18.07.18 – 7:15pm to 8:15pm**

Attendees:

### **Committee Members**

Jenny Forder (JF) – Chair

Andy Ball (AB) – Secretary

Roy King (RK) – Bookings Co-ordinator

David Cruchley (DC) – Member Engagement Coordinator, Oxfordshire Youth

Roy Peach (RP) – Youth Leader (ex-officio)

### **Parents**

Victoria Nelson (VN)

Heidi Underwood (HU)

Clare Lee (CL)

Vickie Ward (VW)

Catherine Willis (CW)

Jo Hunt (JoH)

Jane Hull (JaH)

Lorraine Penders-Watts (LPW)

Steve Watts (SW)

### **Apologies**

Mark Horseman (Treasurer)

Helen Horseman (Committee)

Martin Feather - Parish Council Rep

Tyrone Smith (Committee)

Linda Page (parent)

Kim James (parent)

### **Minutes of AGM 2017/2018**

Minutes of the last meeting accepted without any changes.

### **Leader's report**

- Roy Peach gave an overview of the successes and challenges throughout the last year and observed how far the youth club has come in that period. He thanked the young people for their enthusiasm and attitude, as well as all of the grown-ups who have volunteered their time to making the club such a success in a short space of time. The club has 32 members with 28 of them on average attending each session. The Chair thanked the leader for his commitment and drive, regularly going above and beyond what is required, including his commitment to achieving the First Steps Award for the club. *Full report appended.*

## Chair's report

- Jenny Forder informed us that there have been a number of challenges this year with GDPR compliance, risk assessments, updated policies and the new proposal to become a Charitable Incorporated Organisation (CIO). The paperwork has been extensive in support of this and there has also been an intensive and time-consuming discussion over the lease for the building with the parish council and independent legal advice. In order for the lease issue to be finalised there will need to be three Trustees nominated to be noted on the lease. This will be considered later in the meeting as will the CIO proposal.
- Jenny thanked Roy King for his many years of service to the club, much of which was spent as the Chair. Dennis Robbins (former Chair and Treasurer) also sent his thanks to Roy King. Roy is stepping down from his role but may continue to support on an ad-hoc basis on club nights.

## Treasurer's report

- A balance sheet was circulated giving the overall annual position. The current balance stands at £4852.22 but there is some 50/50 draw money to be taken off that figure. Fees are due to increase to £2 a session from September as the club is currently running at a loss each time it opens. This is despite cutting back in a number of areas of spend (e.g. TV licence, WiFi). Some parents expressed they may wish to contribute more money, and any additional donations would be gratefully received. The amount of the annual fee may also increase if required. Any assistance to support the club with time or expertise would help enormously. This could include helping out at sessions, or helping to run the 50/50 draw, or general maintenance or cleaning around the building. *Full report appended.*

## Oxfordshire Youth update

- OY support activities for young people aged between 8 to 25 ranging from public, third and private sector activities. There is an entry to youth work training session on 4<sup>th</sup> Aug at the club if anyone is interested in finding out more. Roy P also has a list of upcoming training dates.

## CIO Proposal

- A CIO provides greater legal protection to the club and is being promoted as a more sustainable basis by Oxfordshire Youth. It would help with further grant funding potential as well. The CIO documents have been circulated. Proposed JF and seconded by VN – all in favour.

## Trustees

The Trustee nominations are as follows:

1. Jenny Forder – AB proposed and LPW seconded
2. Helen Horseman – JF Proposed and AB seconded
3. Hannah Forder-Ball – VN proposed and SW seconded

## Committee officers and other roles

- Chair – Jenny Forder – AB proposed and RP seconded
- Treasurer – Mark Horseman – VW proposed and AB seconded
- Secretary and Membership Officer - Catherine Willis - AB proposed and JF seconded
- Fundraising Manager – Helen Horseman – JF proposed and RK seconded  
(If anyone would like to support Helen with this please contact us)
- Bookings Co-ordinator – Role not allocated at this time. **Vacancy**
- Vickie Ward has volunteered to join the Committee

There were no objections.

- More volunteers are always welcome.  
*UPDATE: Following the meeting, Claire Lee agreed to join the Fundraising Team.*

## General Note

Discussion has taken place re expanding on the provision offered. Any expansion to opening times of the club (including a tea time session for older children after school) would need an increase in the number volunteers. Whilst not currently viable, it is something we are looking into and would be grateful for any offers of support to progress this forward.

For any further information or enquiries about how to get involved please visit our website for more information <https://kenningtonyouthclub.com/>

*Meeting closed at 8:15pm*

Twitter: <https://twitter.com/YClubKennington>

Facebook: <https://www.facebook.com/youthclub.kennington>

Instagram: <https://www.instagram.com/youthclubkennington/>

YouTube: <https://www.youtube.com/channel/UC3GZa7WjqrLxMNAj7XJOM2w>



# Youth Leader Report – Roy Peach

## 2017/2018 AGM REPORT

Following a period of closure, I was invited to fulfil the role of Youth Leader in May 2017, reopening Kennington Youth Club at the earliest opportunity. My introduction to the club was given by a despondent Roy King on a dreary Tuesday afternoon two months earlier. I was put at ease and felt that restarting the youth club would be a wonderful development to be involved with. I was not wrong.

### **Adult support**

When you are given a free reign, the ideas can run away with you, and I have pared them back in order that we still have something to look forward to, but the majority of my hopes for the club have already come to fruition. Being able to reopen has only been possible with the dedication of a very strong and supportive staff team, who over the past year have helped establish our online presence, generated programme ideas, arranged visits, attended weekly sessions, painted the building, washed bins, bought (often donated from their own pockets) resources, games, and much more, and it would be very remiss of me not to thank them first and foremost.

### **Young people and programme**

A youth club does not run without young people, their ideas, wants, needs, and support, and is the reason we do what we do. We have had some very insightful discussions with them, and whilst most evenings are what are deemed as open access, where all of our resources are available to them, we have matched these well with targeted activities around safeguarding, decision making, and club safety. We have explored Roald Dahl, apple pressing, doughnut decorating, and cooking. We have run trips to Laser Kombat and Abingdon Police Station, and held Halloween and Christmas parties, plus donated a hamper to the Kennington Festival Group. There have been quizzes on village life, treasure hunts around the area, talks about developing the club, mental health, and we have launched our competitions, which run three times a year. The Easter sleepover was well received with 11 members attending, enjoying a full programme of craft, games, and treats.

### **Participation**

It has taken time, but we are seeing a shift from initial boundary pushing amongst members to a more collaborative and peer-regulated group. In the past few weeks alone we have seen members keen to take on 'young leader' roles, overseeing reception and café, including money handling, and what a great job they have made of it. There is talk about instigating a youth committee, and/or having a youth representative on the club committee. Hearing from the young people is a priority and being able to offer that space to do it is key.

### **Fundraising**

Seeking views on the club is just one way that keeps the club fresh and ever-developing, but it also takes a lot of work behind the scenes to keep it running. Our team have been evident at the Apple Café twice as well as at the Freshers Fair. The 50:50 club has launched with winners of some great cash prizes (£32.90 the largest so far), and there has been grant letter writing too. All of this takes time, and whilst the team have done a marvellous job, support in the advocacy of the club to reach funders would ease the load and allow them to focus their attention on the day to day running of the club more. We are grateful too to those parents that have donated substantial sums of money, extra to normal membership, as well as new resources.

## **Volunteers**

The ongoing struggle is lack of volunteers and this is where I could really twist arms, but you'll switch off. Please humour me for a moment. Our strong and supportive committee are also the ones that turn up week in week out, and many admit that whilst they thoroughly enjoy it, they're not getting younger and the young people themselves need 'fresh faces'. We have been very fortunate to welcome four new members to the team this year, and you'll think that there's no need for me to ask for anybody else, but away from club nights, our committee work relentlessly on paperwork, networking and communications, and maintenance of the building.

A few more bodies that we could call on would mean pressure could be reduced, and we could guarantee being open each week – some weeks we have found cover to be tight, only just getting enough support an hour before opening the doors. Often all we need are bodies in a room to monitor safe use of equipment. If every parent/carer were in a position to volunteer their time just once a year, we would have enough cover for each week we are open. It really is surprising what difference two hours can make.

Our adult team all have DBS certificates, are safeguarding trained, and many are first aid trained too. We offer developmental training, and many have attended courses locally on recruitment, mental health in young people, and meetings with the Big Lottery. They have been present at youth work conferences and spent many hours updating our facilities by continuing the painting, disposing of unnecessary items, and keeping things spick and span. We aim to meet up about four times a year for a couple of hours to carry out essential building work as a team, so maybe if you can't or don't want to help on club nights, you could offer your hands to some basic cleaning and maintenance tasks.

## **The building**

When I joined, I was given a blank canvas. A plain white box. Every colour and decorating decision in each area has been done for a specific reason, and there is still much to do. Updating our facilities has resulted in a slow increase of booking enquires which is great. It really aids our financial situation and puts the club on the map. It does mean that wear and tear is more noticeable but we strive to continually do what we can to offer a facility that the whole community can be proud of, and are grateful to be able to work collaboratively with the village hall, accepting bookings when they are full. Some of our members have even had birthday parties here. Having three spaces available that also has access to a range of activities aimed at young people allows organisers to not worry about planning too many games.

## **Finally**

Our staff have coped with many personal setbacks this year from poor health to close family bereavements (three of which were within weeks of each other) but they continued to soldier on for the benefit of the young people, attending each week when they were suffering greatly, and doing it all with a smile. We have such a caring team, that we welcome any support you can offer and never put added pressure on you to do more than you can.

All of this hard work has paid off with achieving the First Steps Award, a national award which proves that we are a quality youth club. It took us three months from opening to do this, and we continue to go from strength to strength. It is good to hear that we remain popular with Oxfordshire Youth, our umbrella organisation, who uphold us as one of their forerunners, so much so they are running several events here during the year to show off what we have done.

The first year has been amazing. Here's to the next one. Thank you for your ongoing kindness and support.

**ROY**



# Treasurer's Financial Report

## 2017/2018 AGM

### KENNINGTON YOUTH CLUB

#### BALANCE SHEET FOR YEAR ENDING 31/03/18

<u>OPENING BALANCE</u>	£	P
Current Account	5,946.77	
Cash in hand (Floats)		40.00
<b>TOTAL</b>	<b>5,986.77</b>	

<u>INCOME</u>	£	P
Lettings Donations Martial Arts	945.00	
Lettings Donations K.A.D.S.	813.50	
Lettings Donations Kennington Band	267.52	
Lettings Donations Village Hall users	20.00	
Lettings Donations Private users	106.00	
Lettings Donations Oxon Youth	54.00	
Lettings Donations Other	161.00	
Grant Kennington Parish Council	200.00	
Sleepover 17/3/18	198.00	
50/50 Draw	744.00	
Members Entrance Subs	689.00	
Coffee Bar Income	650.06	
Sundry Income	582.01	
Trips Laserquest Feb 18	290.00	

<u>EXPENDITURE</u>	£	P
Coffee Bar Stock		461.41
Leaders Program Consumables / expenses		738.31
Electricity		844.01
Water (via Village Hall)		83.32
Ground Rent		200.00
Building Insurance		813.46
Club Cover Insurance (Staff/committee/members)		448.50
Alarm maintenance / repair		0.00
BT Phone / Internet		669.60
Furniture / Fittings		56.96
Keys		108.76
Trips Laserquest Feb 18		290.00
Games / Equipment		54.21
Stationary printing etc		123.46
Cleaning materials		100.27
Leaders Fees	1,408.75	
Fire Extinguisher maintenance / replacement		94.72
Building Maintenance / improvements		93.60
Oxfordshire Youth Affiliation Fee		112.00
DBS Checks		5.00
Other sundry expenditure		75.00
50/50 Draw prizes		33.30
Gaming License for 50/50 draw from V.O.W.H.		40.00

**TOTAL** **5,720.09**

**TOTAL** **6,854.64**

<u>CLOSING BALANCE</u>	£	P
Balance B/Fwd 01/04/17	5,986.77	
2017/2018 Income	5,720.09	
Sub Total	11,706.86	
2017/2018 Expenditure	6,854.64	
<b>Closing Balance - 31/03/2018</b>	<b>4,852.22</b>	

New Balance is made up of:-		£	P
Current Account		5,630.98	
Less Unpresented Cheque	1156 P West	-25.90	
Less Unpresented Cheque	1157 B Baggott	-7.40	
Less Unpresented Cheque	1158 County Ins.	-813.46	
Less Unpresented Cheque	1160 Oxon Youth	-72.00	
Cash in hand (Floats)		140.00	
<b>TOTAL</b>		<b>4,852.22</b>	

#### Treasurer's note:

Included in the £4852.22 is £670 which was banked in 2017 / 2018 for future draws in the 50/50 lottery  
So the amount of money available to the club is £4852.22 - £670 = £4182.22

Signed: *Mark Horseman*

Mark Horseman  
Hon Treasurer

Date: 15/5/2018

Checked: *David Jones*

David Jones  
Kennington, Oxon

Date: 25/05/2018